

<p>CONTRACTOR'S PROGRESS, STATUS AND MANAGEMENT REPORT</p>
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1. **Work Accomplished:**

A busy month, principle tasks:

- A. Get both new personnel snapped into jobs and meet 353 personnel and ONR staff.
- B. Support Division's USMC Birthday Ball activities
- C. Support financial tasks necessary to prepare for PR reviews and to ensure funding benchmarks for commitment and obligation were met.
- D. Support Director's implementation of operational/organizational policies.
- E. Support the Division's offsite held at Oak Ridge, TN.

Financial Analyst: Performing as a Financial Analyst during the month of November 2004, the following actions were completed by Ray Bartholomew. The following bullets (highlighted in blue text) reflect "new" information that has not been previously reported on a reoccurring basis.

- The volume of this month's work mostly entailed working concerns from the reprogramming request generated by the FNC.
- Preparation of PR reviews by the Code 353 Deputy Director, which required coordination between the Program/EC Managers in having them complete financial templates and then briefing the Deputy on the execution status of previously released funds, continued to remain a priority as the emphasis was for the Code 353 commitments to meet the November benchmark.
- Developed several "tailor-made" reports for the Director and Deputy Director to address concerns/projections they had about budget execution.
- Coordinated Major Penrose's travel funds (Oak Ridge Off-site) to be paid by Code 353.
- Obtained information for the Director concerning contracts within Code 353.
- Drafted several e-mails intended to announce new "business" procedures with Code 353:
 - Change of PR due dates,
 - Project Investment Oversight (PIO) and the relevance to the submission of PR's and spend plans
- Coordinated responses to several tasker assignments by ONR staff members.
 - Code 08 requesting information for the Navy FMB data call to address the FY 2005 and 2006 Education Budget Exhibit.
 - Code 35 requesting information for the allocation of IDC costs.
 - Code 35 requesting information for preparation of individual needs/requirements of the IT move to NMCI.
 - Code 35 requesting a search of funds that Code 353 has sent to Texas in the amount of \$500K or more for either FY 2004 or 2005
 - Code 353 Director requesting budget information for briefing the S&T IPT on November 23rd

- Beginning in December, plans are to:
 - Reinitiate the narrative updates for each area of responsibility around the middle of the month which identifies areas that are possible “trouble spots” and may require action.
 - Begin processing invoices into the spend plan management tool.
- **The following has been previously reported on a reoccurring basis**
 - Processed Prompt Pay certificates for appropriate personnel.
 - On a weekly basis briefed the Code 353 Director and Deputy Director on ongoing projects/efforts concerning budget execution.
 - Coordinated the dissemination of Code 35 data sheets.
 - Screened message traffic and ensured financial information was distributed to appropriate Managers.
 - Assisted the Code 353 Director and Program Officers with the preparation of Procurement Requests.
 - Accepted Invoices from the Managers, received Funding Documents from Code 08, and filed them to the electronic library.
 - Researched and responded to internal and external inquiries about Code 353’s execution status by extracting information from INRIS, STARS, and DISCOVERER.
 - Continued the primary mission of updates to the three financial management tools (“DASHBOARD”, “STORY”, and “SPEND PLANS”) for FY 2002, 2003, 2004 and 2005.

Executive Assistant: Performing as an Executive Assistant during the month of November 2004, the following actions were completed by Ella Alexander. The following bullets (highlighted in blue text) reflect “new” information that has not been previously reported on a reoccurring basis.

- Commenced coordinating a Holiday Party for Entire Code 35,353,351 being scheduled for Dec 22, 2004 which will include approximately 30 or more staff members.
- Prepared travel orders for the Director and the Deputy Director/including hotel arrangement/rental car trip to Tennessee/Winston Salem/Orlando-24th Science Conference.
- Ordered Supplies for Code 353
- Collaborated with Major Page, Commandant of the Marine Corps’ office, regarding setting up an account for Director’s Bio on line as well as SES Letterhead; Results-Completed/ Bio is listed in the General Officer/SES Website.
- Printed Color Copies and assimilated info into Binders- including Briefings for meetings

- Edited, copied, made files and typed Performance Appraisals for 3 Program Managers.
- Researched lost binder from trip to Picatinny
- Assisted J. McMains in collecting money for the Marines Birthday Ball
- Prepared Vouchers for Director and Deputy Director for Picatinny NJ trip 11/1/04
- Collaborated with Butch Foley (Director's travel to Winston Salem)
- Sent out Plan of the week itinerary every Friday.
- Monitor/add/deleted and scheduled entries on calendar for Code 353, Director, and Deputy Director daily.
- Completed all Financial Disclosure reports(signed by George)delivered to AO Emma Graham
- Worked with Paul Cole regarding trip to Hawaii in Jan-possible moved to Feb/Booked flight and hotel
- Assisted Code 35 for (Admin Assistants) doing their absence (Faxed info- Tracy Penrose)Fund Cite Memorandum
- Cancelled trips/Hotels/Rental Cars for George – trip to Orlando and Jim trip to Oak Ridge and retrieved registration fee (Orlando)
- Sent out Letters of Appreciation to participants Veterans Affairs Hospital-USMC birthday Cake Cutting Ceremony
- Edited speech for Director's NEAR meeting
- Training on new DTS Travel system/all day

Graphic and WEB Developer. As a Graphics and WEB Developer Adan Perez accomplished the following actions during November 2004, identified as follows:

On Going Tasks:

Provided technical support in the field of Information Technology to Code 353 and its employee's needs.

Training: N/A.

Completed Activities: (The following "support" was in the form of developing graphics, providing audio/visual aids, printing and arranging copies, and/or to technically supervise at the given event, making sure all computer presentations worked, microphones, and other technical tasks included in these duties.)

- Supported Director George Solhan on Science & Tech., ONR FY05, FCS Tech. Insertion Process, SASC, Overview for S&T Annex Kickoff, Naval Industry Partnership, and EUWP briefs.
- Constructed presentation displays for EUWP program.
- Provided support for the creation and production of business tools for Code 353 (business cards, name tags, etc)
- Designed graphics for other Code 35 employees to use in presentations.
- Supported many Code 353 personnel on development of PowerPoint briefs.
- Construct and revised Code 353 Organizational Charts.
- Completed activities to help plan the USMC 229th Birthday celebration (tech. assistance, Guest of Honor bios, pamphlets)
- Converted & Edited "Gunslinger" digital video
- Assisted the Congressional Add Program Review.

Future Activities:

- Continue daily dues and tasks.

Project Engineer Logistics Thrust Area: In direct support of the Logistics Thrust Area Mr. Lawson accomplished the following tasks in support of the Expeditionary Unit Water Purification (EUWP) program:

- Conducted reconciliation of monthly INRIS report and dispatched appropriate notification to respective funding recipients of any discrepancies, followed by supervising responses of recipients.
- Coordinated Major Stock's directives to EUWP personnel in response to FY 05 funding not being released, as planned, for expenditure.
- Researched "lay of the land" about CARP reviews, issues, required preparation, and so on.
- Coordinated and responded to information requirements re: CARP to PAO/Cong. Liaison, Financial (Code 08), FMT (Code 353)
- Assisted Major in preparation of program review meeting with Mr. Traver of Senator Domenici's office.
- Set up and executed logistics supporting the congressional briefing at the Hart Building, Nov 22nd.
- Helped Jim McMains with contracting process for acquiring support services of Jim McCord.
- Help with liaison for personnel support to the Division Offsite held at Oak Ridge.
- Assisted with invitation list for pending December Generation I demonstration to be held at Pt Hueneme CA.
- Assisted with entire plan for setting up and conducting the GEN I demonstration

- Worked behind the scene with EPA personnel as we assist them to define their role and involvement in the EUWP program to include funds processing, mission needs, and even their relationship with their “clients.”
- Worked with Bureau of Reclamation (BOR) as the plans for the Demonstration Phase of the GEN I unfolds (Will commence approximately Feb '05 at TBNDRF at Alamogordo, NM.)
- Met with Ms. Christina Lomasney, President/CEO of ISOTRON Corporation regarding radionuclides and their extensive background and years of experience in Chernobyl (Russia). They have much practical knowledge in the science and technology of water, fluids and nuclear fields.
- Initiated coordination with the evolution of the S&T IPT's MOU with NASA and the construction of this year's EUWP BAA which is being targeted for release mid-December.
- Processed the transfer of 3 important PR's needed to offset the failure of receipt of the authorized FY 05 funding – forcing reprogramming of funds, actions.
- Assembled the briefing package and materiel used/delivered to the Traver Briefing Nov 22nd.

Project Engineer HPT&E. As Project Engineer Charlene Mattson accomplished the following actions during November 2004, identified as follows:

- On a weekly basis, I meet with Ray Bartholomew to verify the invoice expenditures with the STARS expenditures for ongoing projects/efforts concerning budget execution. Continuous efforts up record Jackets and spreadsheet with invoices for true expenditure report.
- Assisted with the modification of a brief, in a collaborative effort in support of the Cognitive Performance Enhancement sub-thrust area with Dr. Amy Kruse (DARPA),
- Conducted multiple phone calls for the purpose of: The collection of Synthetic Environment information from a meeting between PMTRASYS and Sarnoff about the Video and RF Tracking with Flashlights, 2005 plans for RF Tracking at Chesapeake & 2005 study for Wireless RF Tracking
- Researched and provided 4th Generation Warfare data, as it pertains to the Three Block War, to LCDR Dylan Schmorow for his presentation for the 4th Generation Warfare Seminar at the Oak Ridge National Laboratory.
- Attended a meeting between the NRL's WHSIL and Virtual Reality Labs, the goal of this meeting was to share technologies that each lab has been working on that support the USMC S&T Long Poles.
- Coordinated budgeting activities PMTRASYS, Orlando. This was to verify Funding documents that arrived on 24 Nov 04 for in-house funding.

3. Any significant changes to the contractor's organization or method of operation to the project management network:

N/A

4. Problem areas affecting technical or scheduling elements, with background and any recommendations for solutions beyond the scope of the contract:

None

5. Problem areas affecting cost elements, with background and any recommendations for solutions beyond the scope of the contract:

None

6. Any trips and significant results: NONE

Name of Traveler	Point of Origin	Destination	Dates	Mode of travel

7. Contract schedule status: N/A

8. Plans for activities during the following reporting period:

- Holiday activities
- Preparation of PRs/program review activities.